

## Creating a Safety Analysis and Plan

1. From the desktop, go up to Create>Casework. This will open the Create Casework page. On the left side select Safety Analysis and Plan from the drop down values under the Planning Category. Select the case and click Create. (A participant is not selected because the Safety Analysis and Plan relates to the family as a whole and not a specific individual).
2. The Safety Analysis and Plan consist of two Tabs. The first Tab is Family Conditions. The first box is titled Safety Factor Description. This is a user-entered field, which requires a narrative. The second box is titled Analysis. There are four questions, which require a yes, or no answer. If you answer no to any of the questions, a pop up message will appear. The message reads “ The child is unsafe and In-home Safety Services can not work for this family. Please proceed to the Out of Home Safety Plan.” Once completed, go to the Safety Services Tab.

The screenshot shows a web browser window titled "Safety Analysis and Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows "eWISACWIS". The page has a header with "Errors", "Print", "Spell Check", and "Help" buttons. Below the header, there is a form with the following fields:

Case Name: Ash, Anna	Case ID: 20238	Report Date: 00/00/0000
Worker: Cake, Caitlin	Status: Pending	

Below the form, there are two tabs: "Family Conditions" (selected) and "Safety Services".

**Safety Factor Description**

Specifically describe the family conditions that support the safety factors identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.

**Analysis**

The parents are willing for services to be provided and will cooperate with service providers. ☐ Yes ☒ No

The home environment is calm enough for services to be provided and for the service providers to be in the home safely. ☐ Yes ☒ No

Safety services that control all of the conditions affecting safety can be put in place without the results of any scheduled evaluations. ☒ Yes ☐ No

Parents/caretaker are residing in the home. ☒ Yes ☐ No

At the bottom, there is an "Options:" dropdown menu, a "Save" button, and a "Close" button. The status bar at the bottom shows "Done" and "Local intranet".

- The Safety Services Tab will document services that the family is receiving. The first box is the Safety Services Box. From the drop down values, a Service Category can be chosen that reflects the service being provided. On the right side is the Frequency box, which is a user-entered field.

The screenshot displays the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Safety Analysis and Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWiSACWIS" logo and navigation links for Errors, Print, Spell Check, and Help.

At the top, a case information box contains the following details:

- Case Name: Ash, Anna
- Case ID: 20238
- Report Date: 00/00/0000
- Worker: Cake, Caitlin
- Status: Pending

Below this, there are two tabs: "Family Conditions" and "Safety Services". The "Safety Services" tab is currently selected.

The "Safety Services" section contains a list of service categories on the left and a form on the right. The service categories listed are:

- Basic Parenting Assistance
- Child Activity
- Chore Services
- Day Care
- Food/Clothing
- Housing
- Individual/Family Crisis Counseling
- Medical Evaluation
- Other
- Respite Care
- Routine/Emergency AODA Services

The form on the right includes the following fields:

- Service Category:** A dropdown menu with "Basic Parenting Assistance" selected.
- Frequency:** A text input field containing "1 time a week for 1 hour."
- Service Type:** A dropdown menu.
- Begin Date:** A date input field containing "00/00/0000".
- Provider:** A text input field.
- Other Provider:** A text input field with a "Delete" hyperlink next to it.
- Insert:** A blue button.
- All needed services:** A radio button labeled "Yes" (selected) and a radio button labeled "No".
- Needed services:** A radio button labeled "Yes" (selected) and a radio button labeled "No".

Below the service categories, there is a section titled "In-Home Safety Plan" with a "Safety Services Justification:" label and a large text area for justification. Below this is a "Comments:" label and another text area.

At the bottom of the form, there is an "Options:" dropdown menu and a "Save" button. The browser's status bar at the very bottom shows "Done" and "Local intranet".

- Underneath the Service Category is the Service Type. The Service Category drives the Service Type. Select a value from the drop down list. A begin date is also required on the right side of the box.
- If the Provider is known to eWiSACWIS, you can use the Search Hyperlink next to the Provider field to Search for the Provider and have it pre-fill into the field. If the Provider is not known to eWiSACWIS, the Provider can be documented in the Other Provider field which is user entered. The delete Hyperlink will delete the Provider listed on the corresponding line. The Insert button will allow multiple services to be entered for the family. If there are multiple services, look for the scroll bar on the right side of the Safety Services box.

Safety Analysis and Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

Case Name: Ash, Anna Case ID: 20238 Report Date: 00/00/0000  
Worker: Cake, Caitlin Status: Pending

**Family Conditions** **Safety Services**

**Safety Services**

Service Category: Basic Parenting Assistance Service Type: Parenting Education - Parenting Education Classes  
Frequency: 1 time a week for 1 hour. Begin Date: 00/00/0000  
Provider: Search Other Provider: Family Parenting Inc. Delete  
Insert

All needed services exist. ☒ Yes ☐ No  
Needed services/providers are currently available at level/time required. ☒ Yes ☐ No

**In-Home Safety Plan**  
Safety Services Justification:  
  
Comments:  
  
Options: Go Save Close

Done Local intranet

6. Below the Safety Services box are two questions. If one or both are answered no, a pop up message will appear which will state, "If you answered no to either of the two questions on the Safety Services tab, in home Safety Services can not work for this family. Please proceed to the Out of Home Safety Plan."
7. The next box is the In-Home Safety Plan. A narrative is required for the Safety Services Justification. Below that is an optional comment box.
8. The Options field will have the printable version of the Safety Analysis and Plan.
9. Once completed, return to the Family Conditions tab. Select Approval under the Options field and click go to send for supervisory approval.